

# DATA MANAGEMENT

## GOALS AND STANDARDS

### Goals

- A coordinating agency will oversee data collection across sites to ensure quality control.
- A coordinating agency will keep participating sites informed about updated procedures for data collection and handling of information.

### Standards

- Quality control of sampling and data collection methods will be overseen by a coordinating agency to ensure that scientific procedures are maintained.
- Data will be maintained in a secure location, accessible only to the surveillance team.
- Procedural improvements to the surveillance system will be communicated on a timely basis to participating sites.

## DATA MANAGEMENT

### IMPORTANT CONSIDERATIONS

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| <b>Having one agency coordinate and oversee data collection and handling of information</b> | <p>The involvement of a coordinating agency to oversee the surveillance system:</p> <ul style="list-style-type: none"><li>• Ensures scientific sampling procedures are followed</li><li>• Keeps participating sites on a timeline</li><li>• Provides expert statistical and surveillance technical assistance</li><li>• Helps combine data for a bigger picture</li><li>• Expedites processing the data and preparing a summary report</li><li>• Allows data sets generated by the surveillance system to be housed conveniently</li></ul> |
| <b>Detailing clear and specific procedures</b>  | <p>To ensure that consistent data collection and processing procedures are adhered to, it is important that procedures are clearly documented. In the event of management or staff turnover, the same procedures can continue to be consistently employed.</p>   |
| <b>Responding to data requests</b>  | <p>Data requests come from various audiences, including participating sites, governmental and nongovernmental agencies, health professionals, college students, etc. A data request procedure, which allows other institutions and individuals to process the collected data, should be established. Allowing other institutions and professionals to process the data under specific guidelines provides the means to increase visibility of your work and get more articles published quickly.</p>                                       |

## DATA MANAGEMENT

## ACTION STEPS

<b>Keep all sites informed about new or revised data collection and handling procedures</b>	Establish clear procedures. Send regular communication to coordinators from participating sites via e-mail or fax. Send official numbered memos to notify site coordinators of any changes to the surveillance system.
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## DATA MANAGEMENT

## ACTION STEPS

### **Identify one agency to coordinate data collection and handling of information**

Identify the unit, lead coordinator, and team who will oversee the management of the surveillance system. This team will give guidance to participating sites on conducting surveillance and maintaining adherence to the protocol and procedures.

### **Specify data management activities and procedures to be followed during each surveillance cycle**

The following data management activities need to be conducted by a coordinating agency during each surveillance cycle:

- Prepare final/revised questionnaire
- Prepare supporting questionnaire documents
- Prepare a final questionnaire for printing
- Establish an interview schedule timeline
- Create interviewer instructions to maintain uniformity in data collection
- Develop instructions for sites to submit data to the coordinating agency for editing and basic analysis
- Develop a data layout form
- Provide item-by-item coding instructions
- Establish quality assurance procedures
- Edit the data
- Install computer software
- Weight the data
- Process the data
- Calculate risk factors
- Combine data across sites and/or time
- Generate frequencies of variables
- Prepare reports
- Provide training and technical support to participating sites

### **Maintain all data records in a secure location**

Care needs to be taken in the physical handling and storage of data to ensure data security. Care also needs to be taken in the electronic storage of data to ensure data files are not lost. Backup files must be maintained in a safe and secure location, preferably in a locked room or in locked file cabinets so that other individuals do not have easy access to the confidential information. After data analyses have been run and computer back-up copies of the data have been generated, all paper questionnaires should be destroyed.

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system will be communicated on a timely basis to participating sites.

# DATA MANAGEMENT

Careful supervision of the data collection is critical for ensuring consistency and accuracy in the information collected.

Data management **Action Steps** include:

1. Identify one agency to coordinate data collection and handling of information
2. Specify data management activities and procedures to be followed during each surveillance cycle
3. Maintain all data records in a secure location
4. Keep all sites informed about new or revised data collection and handling procedures

**Important Considerations** for data management include:

1. Having one agency coordinate and oversee data collection and handling of information
2. Detailing clear and specific procedures
3. Responding to data requests

**Goals and Standards** include:

Goals:

1. A coordinating agency will oversee data collection across sites to ensure quality control.
2. A coordinating agency will keep participating sites informed about updated procedures for data collection and handling of information.

Standards:

1. Quality control of sampling and data collection methods will be overseen by a coordinating agency to ensure that scientific procedures are maintained.
2. Data will be maintained in a secure location, accessible only to the surveillance team.
3. Procedural improvements to the surveillance